



~~SECRET~~

~~Security Information~~

STATEMENT OF RESPONSIBILITY

1. Directs the formulation and development of an effective Records Management Program throughout the Agency.
2. Develops Agency records management policies and programs which are not in conflict with broad operating and management policies and projected plans.
3. Develops and administers an Agency program to insure effective controls over the creation, maintenance, utilization, preservation and disposition of records.
4. Furnishes central records control, reference service and disposition processing for the Agency.
5. Receives, distributes and dispatches all official mail and related matter, both domestic and foreign.
6. Receives, controls and distributes all CIA basic and finished Intelligence Publications, Information Reports and Administrative Issuances.
7. Develops and coordinates a program that provides for the identification, processing, transfer and storage of the vital materials of the Agency.

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